

# **EXECUTIVE SECRETARIAT** **Routing Slip**

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Remarks:

FYI only

Executive Secretary

4/15/82  
Date

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EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

April 12, 1982

82-4846

LOGGED *Pers*  
16 APR 1987

M-82-3

MEMORANDUM FOR THE HEADS OF NON-DEFENSE DEPARTMENTS AND AGENCIES

FROM: DAVID A. STOCKMAN *DS*

SUBJECT: Staffing Reductions

OMB has provided you firm staffing and budgetary ceilings for fiscal years 1982, 1983, and 1984. In the case of many agencies, these involved reductions from earlier ceilings. It is important to the Administration that you stay within these ceilings. I am sure that you have already required detailed plans to be made by your operating components to achieve and stay within these ceilings, and that you have established a control system to see that the plans are working.

We would like to receive by April 30 a detailed statement of your plans for accomplishing the staffing cutbacks necessary to reach your total full time equivalent (FTE) personnel ceilings for FY 1982, 1983, and 1984. These plans should be broken down by Bureau or other operating component, and should provide the following information:

- (1) Total number of employees on board 1-31-81 (end of month figure)
- (2) Total FTE ceilings for FY 1982, 1983, 1984
- (3) Total FTE usage for FY 1982 through Feb. 20, 1982<sup>1</sup>
- (4) Anticipated RIF's for remainder of FY 1982
- (5) Anticipated furloughs for remainder of FY 1982 (in terms of person-days)
- (6) An indication of the extent to which items (4) and (5) are due to (a) dollar ceilings and (b) personnel ceilings
- (7) Probable RIF's and furloughs in FY 1983 and FY 1984, to the extent you can forecast those years.

The above figures should assume enactment of all supplementals approved by OMB.

These plans are for our information only, so you should not wait for our approval to implement them. Furthermore, you should revise them to meet shortfalls or other problems as your judgment indicates, simply supplying copies of the revision for our continuing information. The President is relying upon you--rather than OMB--and upon your loyalty and managerial judgment, to meet the goals he has set.

<sup>1/</sup> See OPM-FPM Letter 298-11, September 23, 1980.

*Over*

I want to remind you also of the President's request of last August that you aid RIFed employees to the maximum extent feasible. In view of recent allegations that some agencies are not doing as much as they should, we urge that managerial task forces be set up in each agency to counsel employees likely to be RIFed, and to help them with their outplacement efforts. The Office of Personnel Management can give these task forces assistance and information on successful techniques already being used by some agencies. While we must cut vigorously wherever such action is justified, we must also try to alleviate the human consequences to the extent we can.

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